



FEDERAL LABOR RELATIONS AUTHORITY

VACANCY ANNOUNCEMENT

Competitive Procedures or Delegated Examining Authority

Announcement No: FLRA-02-23		Opening Date: 10/11/02 Closing Date : 10/28/02	Job Title, Pay Plan, Series and Grade IT Specialist (Data Management and Systems Analysis), GS-2210-13/14
Number of Vacancies: One	Promotion Potential: GS-14	Salary Range: GS-13 : \$66,229 - \$86,095 GS-14: \$78,265 - \$101,742 Salaries include 2002 locality rate for Washington, DC geographic area.	
Duty Station/Agency Component: Information Resources Management Division (IRMD), Washington, DC. The FLRA headquarters office is conveniently located two blocks from the Metro Center subway station in Washington, DC. Metrobus and a number of commuter buses are similarly close-by. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefit program includes: alternative work schedules, transit subsidy, and free work-out facility.			
Who May Apply: Status and Non-status -Nationwide (i.e., all candidates) NOTE: If you are a candidate with a disability and need a reasonable accommodation for any part of the application and hiring process, please notify the Agency.		Type Appointment/Work Schedule: Competitive Service Permanent Full Time Non-bargaining Unit	
Major Duties: The incumbent serves as the agency's principal technical advisor for automated case management activities and for managing and maintaining the agency's application architecture. Recommends to office heads their long- and short-term automated system needs and requirements; provides expert advice and assistance to the headquarters and field offices on the development, deployment, standardization, and operation of a wide range of database management systems, data extraction techniques and automated report producing capabilities, electronic signature technology, and related computer technologies, data telecommunications, network, web-based intranet and Internet, scanning and other interfaces and applications. Performs project management duties related to ORACLE systems development and other projects. This includes developing project plans related to application development, projecting the level of effort for staff, time, training and cost resources, coordinating with affected organizations within and outside the agency, overseeing change management activities, reporting the status of projects to management and meeting milestone and project target dates and budgetary goals; developing efficient procedures and methodologies for the operation of the case tracking database systems; providing to FLRA managers technological determinations on courses of action with respect to the development, acquisition and implementation of computer technology required to support their automated case management and reporting requirements, including requirements under the Government Paperwork Elimination Act. The agency currently operates in an ORACLE 8.0 environment and is migrating to ORACLE 8i.			

Conditions of Employment:

U.S. Citizen

Occasional travel may be required.

Financial Disclosure

Qualifications Required: To qualify at the GS-13 level, applicants must have one year of specialized experience equivalent to at least the GS-12 level. Applicants for the GS-14 level must have at least one year of specialized experience equivalent to at least the GS-13 level.

Specialized experience is that which shows demonstrated accomplishment of IT project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of IT system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

Selective Factor

1. Demonstrated skill and experience in managing and maintaining an ORACLE 8i relational database management environment.

Desired Quality Ranking Factors:

1. Knowledge and experience in designing complex database applications to meet government-wide policy, law, rule or regulation and agency-wide strategic goals and objectives.
2. Knowledge and experience in developing comprehensive and realistic project plans.
3. Knowledge and experience in managing and maintaining an application architecture.
4. Knowledge and experience in designing and building web applications using PL/SQL. Describe your knowledge and experience using XML and web services (e.g. SOAP).
5. Ability to communicate orally and in writing with staff at all levels.

Special Remarks:

Relocation Expenses will not be paid.

New competitive service employees must serve a one-year probationary period.

Occasional travel may be required.

The position is being announced under both merit promotion procedures (open to status candidates only) and open competitive procedures under delegated examining authority (DEU - for non-status candidates, as well as status candidates). Federal status candidates who wish to be considered under both procedures must submit TWO complete applications. If a status candidate is selected from a DEU certificate, he or she must serve a new probationary period. If a status candidate submits only one application and does not specify under which procedure he or she wishes to be considered, the application will be considered under merit promotion procedures only.

Agency Mission: The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by agency Regional Directors in disputes over union elections and unit determinations. The **Office of the General Counsel** is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The **Federal Service Impasses Panel** provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

Employee Programs and Benefits: As an employee-oriented Agency, FLRA offers many flexibilities for eligible employees. These include options in work schedules such as working a regular fixed schedule, a compressed work schedule commonly referred to as a 5-4/9 schedule (working eight nine-hour days and one eight-hour day, and having one day off every two weeks), or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills- maintenance training. Employees may earn a variety of monetary and non-monetary awards as recognition for superior performance or other special accomplishment. There is an employee assistance program which provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit.

FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees.

As a Federal agency, the FLRA subsidizes health benefits and life insurance costs, generally resulting in lower rates than the private sector offers for equal or better coverage. Its portable Federal Employee's Retirement system permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service (e.g., a full time employee new to the Agency earns 104 hours each of annual and sick leave per year).

How To Apply: Interested applicants must submit their application with the information described on the attached Application/Resume Checklist. Applications must be **received at the following address by 5:00 p.m. Eastern Daylight Time on the closing date:** Federal Labor Relations Authority, Human Resources Division, 607 14th Street, NW, Suite 430, Washington, DC 20005.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

To request a copy of this announcement, call the Job Line at (202) 482-6537. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. Because of the continued mail delays due to anthrax de-contamination, faxed applications will be accepted, but we cannot guarantee receipt of all pages; we urge you to apply early and/or to use a form of special delivery mail. There is a statutory prohibition against using Government-franked envelopes to mail applications.

An announcement will be placed on FLRA's web page once selection is made. Please note that the selection process may take up to 120 days.)

DEFINITIONS:

Competitive vs. Excepted Service. Competitive service positions are civilian positions in the executive branch of the Government which require some form of examination - either a written test, or a ranking of qualifications against prescribed knowledge and skill criteria. The excepted service includes all civilian positions in the executive branch which are specifically excepted from the competitive service by law, Executive order, or regulation, and includes student positions, those of a confidential or policy-determining character, and those for which it is not practicable to examine against a qualification requirement.

Competitive Status vs. Non-Status Candidates. Federal employees acquire competitive status by completion of a probationary period under a career-conditional or career appointment. Non-status candidates are applicants who have never served in a competitive status position.

Intermittent Appointment. Service where the employee works on an irregular basis for which there is no prearranged scheduled tour of duty.

Salary Range. Candidates with no prior Federal service generally are selected at the minimum pay rate of the grade for which selected. However, occasionally a candidate possesses superior academic or experience qualifications and may be hired above the entry salary. The Human Resources Division must determine salary prior to extending a final offer of selection.

Promotion Potential. The target grade which the selected applicant can expect to achieve without further competition. Promotion beyond the target grade would require further competition or review.

Selective Factor vs. Quality Ranking Factors. A selective factor is a knowledge or skill which an applicant must have in order to perform the job requirements satisfactorily. Applicants must possess a stated selective factor in order to be rated at least minimally qualified for the job. Quality Ranking Factors are knowledge, skills or abilities which would enhance an applicant's ability to succeed on the job. These factors are used to rank applicants' quality of education and experience.

Term Appointment. These are positions that last more than one year but not more than four years, and which are of a project nature where the job will terminate upon completion of the project.

Trial and Probationary Periods. Applicants selected for excepted service permanent positions serve a two-year trial period if they are non-veterans' preference eligibles, and a one-year period if they are a veterans' preference eligible. The first year of service of an applicant who is given a career or career-conditional appointment is a probationary period. During these trial and probationary periods, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information.
Failure to submit this information may result in non-consideration for the position.*

Job Information

- C Vacancy number, position title and grades(s)

Personal Information

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Highest Federal civilian job held, if any (include title, job series, and dates held)

Education

- C High school (name, city, state and zip code); date of diploma or GED
- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received (if no degree, show semester/quarter hours).
- C Transcripts if applying for entry level Attorney, Law Clerk, or Outstanding Scholar position.

Work Experience

- C Title (and series/grade if Federal job)
- C Duties (for each paid and non-paid work experience related to the vacancy)
- C Employer's name and address
- C Supervisor's name and phone number
- C Starting and ending dates (month, day, and year)
- C Hours per week, and beginning and ending salary
- C Indicate if we may contact current supervisor

Other Qualifications

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking).

Selective Factors and Desirable Knowledge, Skills, Abilities Factors

All applicants must address each listed factor in a separate document attached to their application.

Race and National Origin Questionnaire

All applicants are requested to complete the attached "Race and National Origin Background Questionnaire"

Performance Appraisal

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

Veterans' Preference DD-214

If you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, the Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

Disability Status

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status. Please also indicate any reasonable accommodation needed.

Proof of ICTAP or CTAP Eligibility

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate the eligibility and submit proof that they meet the requirements of 5 CFR 330.

United States
Federal Labor Relations Authority
Background Survey Questionnaire 79-2

Form Approved
RO-616

OMB No. 50-

<p style="text-align: center;">GENERAL INSTRUCTIONS</p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p>Name (Last, First, MI) _____</p> <p>Position for which you are applying _____</p> <p>Date (Month, Day, Year) _____</p> <p>1. Social Security Number _____</p> <p>2. Year of Birth 19 _____</p> <p>3. Do you have any <u>physical</u> disability? _____</p>	<p style="text-align: center;">PRIVACY ACT INFORMATION</p> <p style="text-align: center;">GENERAL</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;">AUTHORITY</p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;">PURPOSE AND ROUTINE USES</p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;">EFFECTS OF NONDISCLOSURE</p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;">INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)</p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
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4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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| 01 - Private Information Service
02 - Newspaper
03 - Magazine
04 - Radio
05 - TV
06 - Poster
07 - Private Employment Office
08 - State Employment Office (Unemployment Office) | 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement)
10 - Agency or Other Federal Government Recruitment at School or College
11 - Federal, State or Local Job Information Center
12 - Religious Organization
13 - School or College Counselor or Other Official
14 - Friend or Relative Working for Agency
15 - Friend or Relative Not Working for Agency
16 - Other (Specify) _____ |
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5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY: Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.
RACE: **American Indian or Alaskan Native** -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. **Asian or Pacific Islander** -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
Black or African American -- A person having origins in any of the original peoples of Africa. **White** -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p>A. Race</p> <p>1. American Indian or Alaskan Native 2. Asian or Pacific Islander 3. Black or African American 4. White 5. Other (Specify) _____</p>	<p>B. Sex</p> <p>1. Male 2. Female</p>	<p>C. Ethnicity</p> <p>1. Hispanic Origin 2. Not of Hispanic Origin</p>
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